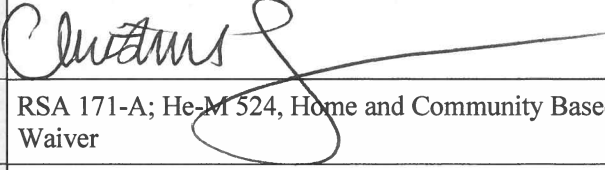


Policy Number	022
Policy Owner	Bureau of Developmental Services (BDS)
Policy Name	Wait List Funds for In-Home Support Services
From	Christine Santaniello, BDS Director
Administrator's Signature	
Regulatory and Other Reference(s)	RSA 171-A; He-M 524, Home and Community Based Services (HCBS) Waiver
Approval Date	July 10, 2017
Effective Date	August 1, 2017
Revision History	N/A
Key Contacts	BDS IHS Administrator, BDS Finance Administrator, BDS Liaisons

Policy Statement:

The Department of Health and Human Services (DHHS), BDS develops and maintains policies and procedures to outline the process for implementing BDS programs and services, ensure compliance with applicable federal/state laws, regulations and requirements, and to support the BDS mission and strategic planning goals.

Purpose and Intent of Policy:

The purpose of this policy and procedure is to set forth the criteria and procedure for the allocation and use of Wait List (WL) dollars for those requested In-Home Support (IHS) Services. The final authority and responsibility for approving funding requests related to the Wait List (WL) resides with BDS.

Definitions:

Wait List: A listing of individuals maintained by the area agency in the WL registry for those individuals who meet the criteria outlined in He-M 524 and able to begin with services immediately upon the allocation of funds. Unless otherwise directed by BDS, only individuals on the WL or Projected Services Need List (PSNL) are eligible to receive WL Funds.

Projected Services Needs List: A listing of individuals maintained by the area agency (AA) in the WL Registry for those individuals who meet the WL criteria, are not ready to receive service, but will within the next four (4) years. Procedure for those requesting In-Home Support (IHS) Services:

1. The AA shall enter all of the required information into the Registry for each individual needing services and funding currently or during the next biennium.
2. The AA is expected to ensure that the projected annualized cost estimates included in the Registry are informed by the results of evaluations (e.g.: HRST, Risk Assessments, and START).
3. The AA shall update the WL Registry with the Individual and Family Factors as a mechanism to appropriately prioritize individuals according to need.
4. When WL funds are made available, BDS will determine the amount of funding for each AA, based on the numbers of children on the IHS Waiting List.
5. The AA shall use the In Home Support WL allocation tab (for that specific service) as a request approval and track service implementation.
6. If an individual/family/guardian decides not to use their allocated waiting list amount, the unused funds shall be directed to others on the Registry.
7. The WL funds allocated to a specific individual shall be used within the designated fiscal year or within six-months of the future "requested date of service," whichever is later.
 - Example: If an individual's requested date of service is July 15, 2017, the WL funds must be used by June 30, 2018 (end of fiscal year).
 - Example: If an individual's requested date of service is May 15, 2017, the WL funds must be used by November 15, 2017.
 - If any WL funds are not used during the applicable utilization period, the funds will be returned to BDS and BDS will assign the unused funds to a region that will prioritize the funds to serve someone on the waiting list.
 - These additional funds are to be used for a person on the WL or PSNL
8. When an individual is given WL funds his/her name shall be taken off the off the WL/PSNL at the time the funds are allocated to the individual.

9. To assist BDS in providing reports to the Legislative Oversight Committee the AA shall enter the following information into the Registry database at least monthly, ensuring that data is current on the last day of the month.
 - Dates when funds are assigned and the individuals names are taken off the list.
 - Dates when actual services are initiated.
10. The BDS Liaison will work with the AA on a regular, consistent basis to ensure the IHS wait list data is current and accurate. The Liaison will communicate with the AA a minimum of monthly to review Wait List Registry and allocations.
11. If any WL funds become available as one-time savings (due to delayed start-ups, etc.) the IHS Services Administrator will work with the area agency to determine if there is a need to provide temporary assistance (e.g., respite *or emods*) to those who are in the Registry and not getting any WL funds
 - Those who are given such one-time funds should remain on the list, as only those who receive annualized funds are taken off the WL/PSNL.